

FY-2000/2001 COUNTY JAIL REIMBURSEMENT PROGRAM

INSTRUCTIONAL MANUAL

Department of Corrections
County Jail Services Unit
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TABLE OF CONTENTS

History of the County Jail Reimbursement Program (CJRP)	2
County Jail Reimbursement Program Eligibility	2
Payment	3
Deadlines	3
Completing the County Jail Reimbursement Form	4
Documentation Requirements for Admissions	5
Auditing	7
Historical Reference List	8
County Jail Reimbursement Form (CAH-334)	10
Judgment of Sentence/Commitment to Jail Form	11
Sentencing Information Report (SIR) Form	12
Legislation	13

I. HISTORY OF THE COUNTY JAIL REIMBURSEMENT PROGRAM (CJRP):

The County Jail Reimbursement Program (CJRP) began in January, 1989 with the passing of Public Act 324 of 1988. A new public act has been passed every year since to authorize the continued reimbursement for inmates meeting the program requirements. The current act that authorizes payment is Public Act 237 of 2000. The legislation provides the per diem amount and the criteria for which a county may seek reimbursement for an inmate.

II. COUNTY JAIL REIMBURSEMENT PROGRAM ELIGIBILITY

- A. A county is eligible for reimbursement for housing a convicted felon if originally sentenced on or after October 1, 2000 for the reimbursable offense, and the conviction was for a crime committed on or after January 1, 1999, and one of the following apply:
1. The felon's minimum/minimum sentencing guideline score is more than 12 months.
 2. The felon's minimum/minimum sentencing guideline score is between 0 - 12 months, the felon's minimum/maximum sentencing guideline score is more than 18 months, the felon's prior record variable is 35 or more points, and the felon's sentence is not for commission of a crime in crime class G or H.
 3. The felon was convicted of operating a motor vehicle under the influence of intoxicating liquor or a controlled substance, or a combination of both, third or subsequent offense, under section 625(8)(c) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, or its predecessor statute punishable as a felony.
- B. A county is eligible for reimbursement for housing a convicted felon if originally sentenced on or after October 1, 2000 for the reimbursable offense, and the conviction was for a crime committed before January 1, 1999, and one of the following apply:
1. The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more.
 2. The felon was sentenced under section 11 or 12 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.11 and 769.12.
 3. The felon was convicted of operating a motor vehicle under the influence of intoxicating liquor or a controlled substance, or a combination of both, third or subsequent offense, under section 625(8)(c) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, or its predecessor statute punishable as a felony.

- C. A county is eligible for reimbursement for housing a convicted felon if originally sentenced before October 1, 2000 for the reimbursable offense, and meets the criteria that was in effect on the date the offender was originally sentenced (i.e. probation violators or inmates admitted in a prior fiscal year who continue their stay into FY 2001). (See the CJRP Historical Quick Reference List for a list of reimbursable offenses by fiscal year.)

III. PAYMENT

A. Payments to counties under the County Jail Reimbursement Program shall be made in the order in which properly documented requests for reimbursement are received. Request for payment must be submitted on a completed CJRP form (CAH-334 see Page 7) along with the required documentation that is identified in section VI of this manual.

- B. There is a \$47.00, \$42.00 or \$40.00 per diem rate for inmates participating in the County Jail Reimbursement Program up to a maximum of 365 days. There will be no additional reimbursement for medical expenses or for any other expenses incurred.

Counties with a population over 100,000 or multi-county projects approved and funded under the local facility expansion program (should be multi county projects) receive \$47.00 for the first 90 days. Remaining counties receive \$42.00 for the first 90 days. After the first 90 days, all counties are reimbursed at a per diem rate of \$40.00 per day up to 365 days.

- C. The per diem rate at which the inmate qualifies, multiplied by the total number of days incarcerated in a given month, equals the total reimbursement due for eligible inmate(s) for that month.
- D. There is no reimbursement for the time spent in jail prior to sentencing even if that time is credited toward time to be served.
- E. There is no reimbursement for consecutive sentences beyond 365 days.

IV. DEADLINES

A. CJRP forms (CAH-334) should be submitted monthly.

B. All CJRP forms for the 2000/2001 fiscal year must be received on or before October 15, 2001. Billings will not be accepted after this date.

- C. If sufficient funds are not available to process all FY 2000/2001 requests, payments to

counties shall be made in the order in which properly documented requests for reimbursements are received.

V. COMPLETING THE COUNTY JAIL REIMBURSEMENT FORM (CAH-334)

- A. The top line of the CJRP form includes the county name, county number, Federal I.D. number, and the one-month period for which you are requesting reimbursement. If you have more than one calendar month of invoices for which you are requesting reimbursement, or you are submitting corrections for various months, you must use a separate form for each calendar month. Your Federal ID # is necessary in order to process the billings for payment.
- B. The top of the CJRP form has a place to indicate the number of pages you are submitting. This ensures that all page(s) are received by the County Jail Services Unit.
- C. Column 1 requires that you list the inmate's name and social security number. Inmate names should be listed alphabetically. Please note that we are dealing with over a thousand inmates every month so this is very important and allows us to process billings quicker.
- D. Column 2 requires a reimbursement code. A = Inmates admitted during the month. C = Continuing inmates who were included on the last monthly report. R = Inmates released during the month. RA = Readmitted inmates who were released and readmitted on the same case and conviction (i.e. probation violators). Inmates with admit/readmit dates and release dates in the same month should be listed twice.
- E. Column 3 requires a date be placed in this column when there is an admission, readmission, or release in column 2.
- F. Column 4 requires the birth month, day, and year of the inmate.
- G. Column 5 requires the race/sex based on the codes at the bottom of the CJRP form.
- H. Column 6 requires the total days, in the one month period, that the eligible inmate has been incarcerated during the first 90 days of incarceration (commencing from the date of sentencing). Days incarcerated should include the day they are incarcerated (after sentencing), no matter what time of day. For example, if an inmate is sentenced and admitted on 9/1 at 7:00 p.m. and released on 9/19 at 6:00 a.m., the county should be seeking reimbursement for the month of September for a total of 19 days.
- I. Column 7 is the total days, in a one month period, an eligible inmate has been incarcerated beyond their first 90 days. For example, an inmate has been

incarcerated for 80 days as of September 30, the county would bill for the first 10 days of October (column 6) at \$47.00 or \$42.00, depending on the county population, and the remaining 21 days (column 7) at \$40.00.

- J. Column 8 is the total days incarcerated in a one month period (column 6 + column 7).
- K. Column 9 is the total reimbursement due [(column 6 x \$47.00 or \$42.00)+ (column 7 x \$40.00)].
- L. The bottom of the CJRP form requires subtotals. If two or more pages of the CJRP form are necessary to detail a one month billing period, you should indicate subtotals at the bottom of each page. The last page should reflect the total of all pages.
- M. The signature of the preparer and the Sheriff or Authorized Representative must be included on the CJRP form.
- N. If you utilize a computer generated form for reimbursement requests and it currently differs from the CJRP form, you must change it to have the same design, components, order and placements as the CJRP form. Font used to list the reimbursement information should not be smaller than 12.

VI. DOCUMENTATION REQUIREMENTS FOR ADMISSIONS

A. For PROBATION VIOLATORS (WHICH MAY INCLUDE HABITUAL OFFENDERS) WHO ARE **NEWLY** COMMITTED TO JAIL on the original charge who meet the reimbursement criteria that was in effect on the original sentence date (see historical quick reference list - page 8), please submit the following information:

- 1. Judgement of Sentence/Commitment to Jail for the current sentence - signed by the Judge, or the Violation of Probation Order for the current sentence.
- 2. Judgement of Sentence/Commitment to Jail for the original reimbursable sentence.
- 3. Sentencing Information Report (SIR) - signed by the Judge, for the original reimbursable offense.
- 4. If the SIR doesn't indicate the offense date, a Basic Information Report (BIR) or Felony Information Document (FID) for the original reimbursable offense must be submitted.

(Note: Habitual offenders are reimbursable only for crimes committed before January 1, 1999).

B. For PROBATION VIOLATORS (WHICH MAY INCLUDE HABITUAL OFFENDERS) WHO ARE **READMITTED** TO JAIL on the original charge, please

submit the following information:

1. Violation of Probation Order
2. If the Violation of Probation Order doesn't include the return date, please include documentation that specifies that date.

C. For OUIL 3RD OFFENDERS, please submit the following information:

1. Crimes Committed Before January 1, 1999 ('98 & Prior Year Offenses):
 - a. Judgement of Sentence/Commitment to Jail - signed by the Judge or the Violation of Probation Order
(Note: Commitment to Dept. of Corrections or Boot Camp is not eligible).
 - b. Basic Information Report or Felony Information document
(This report/document is required to provide evidence of the offense date).
2. Crimes Committed On Or After January 1, 1999 ('99, '00, & '01 Offenses):
 - a. Judgement of Sentence/Commitment to Jail - signed by the Judge or the Violation of Probation Order.
(Note: Commitment to Dept. of Corrections or Boot Camp is not eligible.)
 - b. Sentencing Information Report (SIR) - signed by the Judge.
(Note: The MCL/PACC# must match the MCL/PACC# on the Commitment to Jail.)
 - c. If the SIR doesn't indicate the offense date (i.e. old SIR form), a Basic Information Report or Felony Information document must also be submitted.

D. For ALL OTHER FELONIES, please submit the following information:

1. Judgement of Sentence/Commitment to Jail - signed by the Judge.
(Note: Commitment to Dept. of Corrections or Boot Camp is not eligible.)
2. Sentencing Information Report (SIR) - signed by the Judge.
(Note: The MCL/PACC# must match the MCL/PACC# on the Commitment to Jail.
3. If the SIR doesn't indicate the offense date (i.e. old SIR form), a Basic Information Report or Felony Information document must be submitted.

VII. AUDITING

- A. All CJRP forms and documentation are reviewed for eligibility upon receipt in the County Jail Services Unit.
1. The County Sheriff's Office and the CJRP coordinator are sent a copy of any CJRP form that has been adjusted by the department.
 2. If any of the adjustments indicate that a claim was denied and you later obtain the appropriate documentation which supports eligibility, you must resubmit a new CJRP form with the appropriate documentation attached for the month in question.
- B. The County Jail Services Unit may conduct random, periodic audits of relevant records at the county jails. Documentation to verify and support reimbursement requests will be required during the audit.

NOTE: “This manual supersedes all other County Jail Reimbursement Program manuals and letters regarding county jail reimbursement”.

Attachments: CJRP Historical Quick Reference List (Pages 8-9)
CJRP Form (Page 10)
Judgment of Sentence/Commitment to Jail (Page 11)
Sentencing Information Report (Sir) (Page 12)
Applicable portions of Public Act 237 of 2000 (Pages 13-16)

County Jail Reimbursement Historical Quick Reference List

Original Sentence Date	Criteria
October 1, 1999 - September 30, 2000	<p>The felon was convicted of operating a motor vehicle under the influence of intoxicating liquor or a controlled substance, or a combination of both, third or subsequent offense, under section 625(7)(d) or 625 (8)(c) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625.</p> <p>The offender was a felon who would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 7 months <u>and</u> a prior record variable (PRV) equal to or greater than 35 for an offense committed on or after January 1, 1999.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of more than 12 months for an offense committed on or after January 1, 1999.</p> <p>The felon was sentenced under section 11 or 12 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.11 and 769.12 for an offense committed before January 1, 1999.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more for an offense committed before January 1, 1999.</p>
October 1, 1998- September 30, 1999	<p>The felon was convicted of a violation of section 625(1) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, that is punishable as a felony.</p> <p>The felon was sentenced under section 11 or 12 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.11 and 769.12 for an offense committed before January 1, 1999.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more for an offense committed before January 1, 1999.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of more than 12 months for an offense committed on or after January 1, 1999.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 10 months or more and a minimum/maximum score of more than 18 months for an offense committed on or after January 1, 1999.</p>

<p>October 1, 1997- September 30, 1998</p>	<p>The felon was convicted of a violation of section 625(1) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, that is punishable under section 625(7)(d) of that act.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more.</p> <p>The felon was sentenced under section 11 or 12 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.11 and 769.12.</p>
<p>October 1, 1996- September 30, 1997</p>	<p>The felon was convicted of a violation of section 625(1) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, that is punishable under section 625(7)(d) of that act.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more.</p> <p>The felon was sentenced under section 10, 11,12, 13 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.10, 769.11, 769.12, and 769.13.</p>
<p>October 1, 1995- September 30, 1996</p>	<p>The felon was convicted of a violation of section 625(1) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, that is punishable under section 625(6)(d) of that act.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more.</p> <p>The felon was sentenced under section 10, 11,12, 13 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.10, 769.11, 769.12, and 769.13.</p>
<p>October 1, 1994- September 30, 1995</p>	<p>The felon was convicted of a violation of section 625(1) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL 257.625, that is punishable under section 625(6)(d) of that act.</p> <p>The felon would otherwise have been sentenced to a state prison term with a minimum/minimum state felony sentencing guideline score of 12 months or more.</p> <p>The felon was sentenced under section 10, 11,12, 13 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.10, 769.11, 769.12, and 769.13.</p>